

Professional and Managerial Branch  
Engineering Group  
Registered Engineer Series

CIVIL ENGINEER IV

09/89

**CHARACTERISTICS OF THE CLASS:**

Under general direction, supervises engineering, technical and clerical personnel engaged in engineering projects; performs responsible and difficult engineering tasks; performs related duties as required.

**EXAMPLES OF DUTIES:**

Establishes design criteria and parameters for civil engineering projects; reviews plans for state highway projects, city paving and storm projects, sewer and water construction, bridge construction and other public works projects; determines if projects will require adjusting or relocating existing or proposed water, sewer and utility lines; assures designs are functional, practical and economical; coordinates departmental design and construction work; prepares and assembles plans and specification and cost estimates; prepares construction and inspection schedules of engineering activities; prepares metes and bounds and legal descriptions.

Supervises the inspection of contract projects; oversees the inspection and testing of materials; reviews and interprets plans, specifications and other documents pertaining to contracted work.

Review plans and specifications prepared by City employees and private consultants; assigns inspection projects; supervises the preparation of technical records and reports; appraises shortages, excesses, quality and cost of existing facilities; may develop operating budget for assigned section; assures work being performed by section meets established deadlines; represents the City at public hearings and meetings.

Supervises, trains and evaluates the work of assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices and procedures; maintains records and prepares reports.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Bachelor of Science Degree in Civil Engineering and six years of professional civil engineering experience, including two years experience as a registered professional engineer; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of civil engineering; comprehensive knowledge of the methods, materials, tools and equipment used in public works construction; comprehensive knowledge of cost determination techniques; considerable knowledge of supervisory techniques, standards of conduct and work attendance; considerable knowledge of safe working practices and procedures; considerable knowledge of federal, state and local codes and ordinances as they apply to public works projects; considerable knowledge of the use of computer-aided drafting and design (CADD) systems.

Ability to supervise, train and evaluate assigned personnel; ability to prepare designs, plans and specifications; ability to interpret plans and designs and identify defects; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office, field and construction site environment; operate a motor vehicle through City traffic.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Registration as a professional engineer in the State of Texas; Texas Class "C" Drivers License or equivalent license by another state.

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Director of Personnel

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Department Head